

# PURCHASING UPDATE



Utah Division of Purchasing  
and General Services

## U3P Utah Public Procurement Place

*By Cat Turner, State Contract Analyst*

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Have you posted a solicitation in the Utah Public Procurement Place (“U3P”) and had vendors post questions on the Q&A Board about the system itself? Or had a vendor reach out separately with questions about the system?

If you’re not sure how to answer their questions or where to direct vendors, there are a couple of resources available to you.

1. The Division of Purchasing’s Website: [https://purchasing.utah.gov/for-vendors/vendor\\_training/](https://purchasing.utah.gov/for-vendors/vendor_training/)

There is a U3P Frequently Asked Questions document as well as guides on the following:

#### Guides

- How to Set up an Account
- Notification Preferences
- Creating Users as a Vendor
- Changing Your Time Zone
- Registration Guide

#### Responding to an Event

- Finding Solicitations
- Confirming Your Submission to an Event
- Q&A Board
- Finding Award Documents

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# JUST THE FAQs

## Travel Q and A

*By Kevin Lucas, State Contract Analyst*

**Q:** Can I just book my own airfare and have the state reimburse me?

**A:** All airfare being paid for or reimbursed by the State of Utah must be secured via the State Travel Office per Finance policy FIACCT 10-02.06.

**Q:** If I call a hotel in Utah can I just ask for the "state rate" and get reimbursed when traveling on business?

**A:** It is very important to verify the cost per night of the hotel as most hotels would assume a government rate is the federal rate. Unfortunately, this is almost always higher than the allowed state per diem rate per Finance policy FIACCT 10-02.04.

**Q:** Do I need to fill out any specific forms to be approved to travel?

**A:** All out of state trips must have an approved FI-5 out of state travel authorization form ( or ESS travel process ) prior to booking your trip. In-state trips just need to have the employee's supervisor approve the trip typically via email and then approving the employee's in-state travel reimbursement.

**Q:** I'm going on vacation, can I use the state per diem rates or any contracted rates?

**A:** Unfortunately, all state lodging per diem rates as well as all state contracted pricing is strictly for business use only.

## 2. U3P Admin Team

The U3P Admin Team can assist vendors with basic issues and can be reached via email at [sciquestadmin@utah.gov](mailto:sciquestadmin@utah.gov). The email is managed Monday through Friday, 8:00 AM – 4:00 PM MT excluding holidays.

If you direct a vendor to the U3P Admin Team, please ask the vendor to include the sourcing event number and screenshots (if applicable) to help the team diagnose and respond to the issue.

## 3. Jaggaer Support

If the vendor needs immediate assistance or needs a password reset, please direct the vendor directly to Jaggaer Support at 1-800-233-1121, option 2.

There are also training guides available for public entities on the Division of Purchasing's Website: <https://purchasing.utah.gov/for-agencies/training/>

Some of the trainings include:

- Using the Questions Section
- How to Amend an Event
- How to Extend an Event
- Creating a Library and Templates
- How to do Proxy Bidding
- TCM – Contract Development
- TCM – eSignature Process

You can also request a User Name and password for the test site, if you would like to create practice or test events in the test system.

Please reach out to the U3P Admin Team at [Sciquestadmin@utah.gov](mailto:Sciquestadmin@utah.gov) if you think there is a guide that we should have for vendors or users, or any other suggestions that would help improve the vendor experience.

## Text and Voice Messaging

*By Justin Dalton, State Contract Analyst*

Have you ever wanted to automate your text or voice calls to all of your end users? Forget about those sore thumbs from all the texts, and numb fingers from dialing so many phone calls. Forget about all the time and effort spent just making sure that your clients are still going to make their appointments. Wait... this is kind of sounding like an infomercial. "Just call in the next 10 minutes, and you can save so much time and money!" Well, no joking around on this one, because now with our new **"Text and Voice Messaging Appointment Reminder Service"** State Cooperative Contracts, you can!

These contracts were solicited with the end goal in mind of appointment reminder services. Think about this service as the texts you get from your dentist, reminding you to come in for your next appointment. You have the options to reply with a "YES" or "NO" to automate back and forth with the system, which tells your dentist that you have confirmed or denied the appointment. The examples at the State agencies of who are currently using this today is our Department of Health, WIC programs.

The texts can be customized to whatever you need them to be, and can integrate with your current systems to use the data like phone numbers from your customers to send them the texts and/or even make a phone call. The text and calls come from a generalized number or code, that is traced back to this system. The system can be provided in English or Spanish as the main two languages, and if needed, could potentially be other languages.

Below are the new State Cooperative Contract numbers:

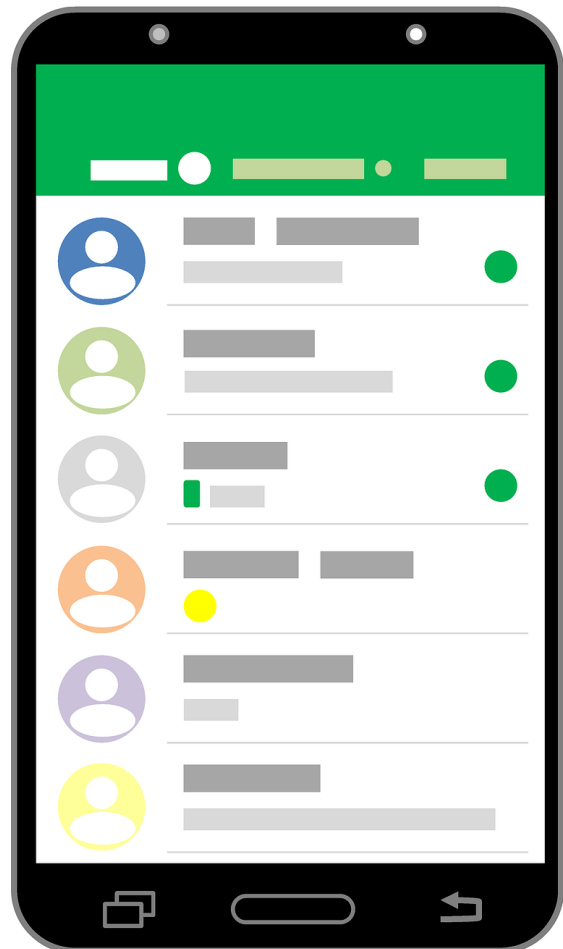
- MA3651 – Teletask
- MA3652 – Good Egg
- MA3653 – Message Tech

To find out more about these contracts, you can find them in our State Cooperative Contracts search page here: <https://statecontracts.utah.gov/Home/Search>

On the search page, you should be able to see the Point of

Contact for each, and are able to work with the Department of Technology Services to make your orders and get quotes via the ServiceNow portal that DTS uses. If you are not an executive branch state agency, then you can feel free to contact the vendors directly to get your quotes.

Happy Texting!





## A New Way to Search for Commodity Codes

By Cheryl Hess, State Contract Analyst

The Utah Division of Finance has provided an additional way for state agencies to find a commodity code for use in FINET. This source is available on the Division's Data Warehouse website at [finance.utah.gov/data-warehouse/](http://finance.utah.gov/data-warehouse/)

1. Connect to VPN or be hardwired into the State's System at work. Complete secondary authorization.
2. Scroll down to the State Data Warehouse section (see picture below).
3. Locate "Other Queries" and select "Commodity Lookup."
4. Search either by "Commodity Description" or "Commodity Code" by entering your information into the appropriate search field.
5. Click the magnifying glass.
6. Search results display in the lookup area.
7. As applicable, select the boxes which further your search.
8. Press the "Finish" button.
9. The commodity codes appear under the "Finish" button.

### State Data Warehouse

The Division of Finance provides accurate financial data in a timely manner to assist state agencies with their management and reporting needs.

State Data Warehouse is a repository of state financial information to be used for reporting and data analysis. The primary reporting tool is IBM's Cognos. Information stored in the State Data Warehouse is uploaded nightly from FINET, Payroll, Department of Human Resource Management, and other financial information systems.

[Click to watch the New Cognos Training Video](#)

#### State Data Warehouse Shortcuts

Internet Explorer/ EDGE Browser Required

- NEW COGNOS/FINET REPORTS  
FINANCE BUSINESS INTELLIGENCE
- OLD DATA WAREHOUSE  
(1995-2006)

#### Other Queries

- COMMODITY LOOKUP

#### Finance Web Queries

Chrome or Firefox Browser Required

- ONLINE ACCOUNTING JOURNAL
- TRAVEL QUERY
- LABOR PLUS
- VENDOR NAME LOOKUP
- INSTRUCTIONS FOR WEB & WARRANT QUERIES

#### Warrant Queries

Chrome or Firefox Browser Required

- QUERIES BY GAX/PRC/GMA
- QUERIES BY INVOICE
- QUERIES BY CHECK/EFT
- QUERIES BY VENDOR NAME
- QUERIES BY VENDOR NUMBER

## Consolidated State Cooperative Food Contract

By Nikki Sanchez, Purchasing Agent

The current Statewide Contract PD2457 *Shelf Food* will be canceled on April 1, 2021, which is earlier than the original 7/31/2021 expiration date. The commodities on PD2359 *Crackers and Cookies* and PD2457 *Shelf Food* are merging into the new contract PD3664 *Shelf Stable Foods*. The new contract will be available for use after April 1, 2021.



## Sole Research = Sole Source

*By Blake Theo Porter, State Contract Analysts*

Sole source procurements as defined in the Utah Procurement Code should be the most straightforward analysis we ever do as a procurement professional. It is seemingly so straightforward; the question is simply, “Is there only one source for this procurement item?” Yet too often tenuous arguments are crafted that look like something a defense attorney presents to a jury to sway their minds despite evidence to the contrary.

Part 8 Exceptions to Procurement Requirements in the Utah Procurement Code is exceedingly light on describing what a sole source is, and literally just says it is when there is only one source for the procurement item. In the Utah Administrative Code R33-8-101a(2) we get some more explanation and examples of what a sole source may include: 1) when there isn’t a comparable product or service available from another source; 2) when there is no commercially available substitute component or replacement part; or 3) when there is an exclusive maintenance, service or warranty agreement.

The examples in R33 have definitely helped me understand what may or may not be a sole source. It may also have helped vendors who have been in the industry for a while to know what government agencies may consider a sole source. Alleged sole source providers often submit letters to agencies that non-surprisingly use key buzzwords like “exclusive maintenance” or “no commercially available substitute” to help demonstrate they are a sole source provider for a procurement item.

It is extremely important for an agency to conduct its own independent research when trying to determine if something may be a sole source. Too often sole source requests are based solely (see what I did there) on information the potential vendor has supplied to the agency.

A recent update to State Purchasing’s ACWESPP form\*

includes a requirement for agencies to submit any justification provided by the potential vendor supporting the sole source request and all correspondence the agency has had with the potential vendor. The requirement intends to ensure that the agency, not the vendor, completed an analysis without undue support, coaching, or coordination by the vendor before the agency writes the justification accompanying the source request.

The bottom line with sole sources, let’s keep them simple, do our own proper due diligence, and not rely solely on the potential vendor’s information. As always, we need to keep the purpose of the Procurement Code and our profession in our minds, which is to provide a transparent, fair and equitable process for all parties involved in the procurement process. For questions, please contact Blake Theo Porter, [btporter@utah.gov](mailto:btporter@utah.gov) or your agency liaison.



\* ACWESPP: Award of a Contract without Engaging in a Standard Procurement. The ACWESPP form is also known as the sole source form.

## UTAH CORRECTIONAL INDUSTRIES

YES! WE CAN HELP WITH THAT...



### A-FRAME DESK (Post or Sled Base)



### HINGE DESK (Full or Partial)



### STUDENT DESKS (w/Cubbies)



### OPEN BOOK DESK



### BOOK-END BOOKCASE



### OPEN-BOOK BOOKCASE (3 or 4 Shelf)



### VISION

Building a better community through career development.

### MISSION

Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships, and quality production to develop successful people.

### OUR BUSINESS OPERATIONS

PRINTING | EMBROIDERY/SCREEN PRINTING  
SEWING | FURNITURE | SEATING/UPHOLSTERY  
CONSTRUCTION | DOCUMENT SCANNING  
SIGNAGE

View the State Use Law (63G-6a-804)

QUESTIONS? CONTACT US AT 801-576-7700

UCI.UTAH.GOV



## Spotlight Article



### Solomon Kingston

Solomon Kingston was raised in Cottonwood Heights, Utah. Solomon has been with State Purchasing for nearly 5 years. He co-leads the agency liaison responsibilities with Justin Dalton for the Department of Technology Services. One of the best things Solomon loves about his job is the work-life balance it provides to enjoy the great outdoors after work.

Solomon is an avid runner. Solomon has completed 4 full marathons, and 3 half-marathons. His best full marathon time is 4 hours 7 minutes and 52 seconds. In 2019 Solomon completed his first Spartan Trifecta completing the Sprint (5k & 20 obstacles), Super (10k & 25 obstacles), and Beast (Half Marathon & 30 obstacles) courses from July 2019 to September 2019.

#### Q and A

**Q:** What is the ideal chip to salsa ratio?

**A:** 3/4 Salsa and 1/4 Chip. Any less salsa and it is just too dry.

**Q:** What is always a waste of money?

**A:** Having the newest phone or technology gadget. No need to pay for the newest phone today when, if you wait a year or 2, you can get the same thing for less. Usually a few models down from the newest will do just fine.

**Q:** If you were going to be executed, what would your last meal be?

**A:** Of course a smoked prime rib from Ruth's Chris Steak House.



**TOPIC:** Contract Management

**SUMMARY:** The dynamic duo is back! Did you know that contract management is a thing? Maybe not, so come join us and learn how to do your job!

**PRESENTER:** Cat Turner and Laurel Delagerheim

**DATE:** 4/15/2021 | **TIME:** 12:00 PM—1:00 PM

#### Future Utah Chapter NIGP meetings

- 3/18/2021 | 9:30 am - 12:00 pm
- 5/20/2021 | 10:00 am - 12:00 pm
- 9/16/2021 | TBD
- 11/18/2021 | TBD

### How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Tara Eutsler, [teutsler@utah.gov](mailto:teutsler@utah.gov).

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[Purchasing.utah.gov](http://Purchasing.utah.gov)

Hours: 8:00 am—5:00 pm M-F

